
Exhibit 300: Part I: Capital Asset Plan and Business Case (All Assets)

Agency: District of Columbia Courts

Bureau: NA

Location in the Budget: NA

Account Title: Federal Payment to the District of Columbia Courts

Account Identification Code: 95-1712

Program Activity: Capital Improvements

Name of Investment: **Elevator and Escalator Repairs and Replacement**

Unique Project (Investment) Identifier: NA

Investment Initiation Date: 1998

Investment Planned Completion Date: 2006

This Investment is:

Initial Concept ☐ Planning ☐ Full Acquisition ☐ Steady State ☒ Mixed Life Cycle ☐

Investment/useful segment is funded: Incrementally ☒ Fully ☐

Was this investment approved by OMB for previous Year Budget Cycle? Yes ☒ No ☐

Did the Executive/Investment Review Committee approve funding for this investment this year? Yes ☒ No ☐

Did the CFO review the cost goal? Yes ☒ No ☐

Did the Procurement Executive review the acquisition strategy? Yes ☒ No ☐

Did the Project (Investment) Manager identified in section 1D review this? Yes ☒ No ☐

Is this investment included in your agency's annual performance plan or multiple annual performance plans? NA

Does this investment support homeland security? Yes ☐ No ☒

If this investment supports homeland security, indicate by corresponding number which homeland security mission area(s) this investment supports. NA

Is this investment information technology? Yes ☐ No ☒

SUMMARY OF SPENDING FOR PROJECT (INVESTMENT) STAGES

(In Millions)

(Estimates for BY+1 and beyond are for planning purposes only and do not represent budget decisions)

	PY-1 and Earlier	PY 2003	PY 2004	CY 2005	BY 2006	BY+1 2007	BY+2 2008	BY+3 and Beyond	Total Unfunded Amounts (sum 2006 & beyond)
Planning									
Budgetary Resources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Outlays	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Full Acquisition ¹									
Budgetary Resources	0.00	3.28	1.00	0.20	0.00	0.00	0.00	0.00	0.00
Outlays	0.00	3.28	1.00	0.20	0.00	0.00	0.00	0.00	0.00
Total, sum of stages									
Budgetary Resources	0.00	3.28	1.00	0.20	0.00	0.00	0.00	0.00	0.00
Outlays	0.00	3.28	1.00	0.20	0.00	0.00	0.00	0.00	0.00
Maintenance									
Budgetary Resources									
Outlays									
Total, all stages									
Budgetary Resources	0.00	3.28	1.00	0.20	0.00	0.00	0.00	0.00	0.00
Outlays	0.00	3.28	1.00	0.20	0.00	0.00	0.00	0.00	0.00
Government FTE Costs									

I.A. Investment Description

1. *Provide a brief description of this investment and its status through your capital planning and investment control (CPIC) or capital programming "control" review for the current cycle.* The Elevator and Escalator Repairs and Replacement Project will rebuild the nearly 30-year-old escalator equipment in the Moultrie Courthouse and the aging elevator equipment in all D.C. Courts' buildings, to include peripheral equipment and controls in Buildings A and B. In the Moultrie Courthouse there are public elevators and escalators, secure elevators for judges, freight elevators and prisoner elevators. The Courthouse accommodates 10,000 daily visitors and the largest prisoner control facility in the nation for the U.S. Marshals Service. This multi-year project began in December 1998 and will be completed in 2006.

2. *What assumptions are made about this investment and why?* No new funding is requested in 2006. FY 2005 funding will finance the replacement of the prisoner elevators in the H. Carl Moultrie Courthouse main cellblock.
3. *Provide any other supporting information derived from research, interviews, and other documentation.* NA

I.B. Justification (All Assets)

1. *How does this investment support your agency's mission and strategic goals and objectives?* This investment supports the vision and mission of the Courts' Strategic Plan. A goal of the Courts is to broaden access to justice and service to the public by ensuring that physical facilities are easily accessible to all persons. This project also supports the Courts' goal to improve court facilities and technology by providing personnel and court participants with a safe, secure, functional and habitable physical environment. This investment provides safe and reliable elevators and escalators, which are the prime people movers for the court buildings and are critical to ensuring that all parties reach their courtrooms on time for court proceedings. More than 10,000 people enter the Moultrie Courthouse and use the escalators and elevators to reach courtrooms and public offices each day. Providing accessibility to court facilities is dependent on the proper functioning of these conveyance systems.
2. *How does it support the strategic goals from the President's Management Agenda?* NA
3. *Are there any alternative sources, in the public or private sectors that could perform this function?* No public or private alternative entities could perform this function.
4. *If so, explain why your agency did not select one of these alternatives?* NA
5. *Who are the customers for this investment?* Court staff and the public have already benefited from initial improvements and will continue to benefit from the substantial planned facility improvements.
6. *Who are the stakeholders of this investment?* The District of Columbia Courts.
7. *If this is a multi-agency initiative, identify the agencies and organizations affected by this initiative.* NA
- 7a. *If this is a multi-agency initiative, discuss the partnering strategies you are implementing with the participating agencies and organizations.* NA
8. *How will this investment reduce costs or improve efficiencies?* This project will enhance efficiencies by reducing costs associated with frequent, short-term or emergency elevator and escalator repairs.

9. *List all other assets that interface with this asset. Have these assets been reengineered as part of this investment?* No other assets interface with this project.

I.C. Performance Goals and Measures

Table 1 – Existing Investments Initiated Prior to FY2005

Fiscal Year	Strategic Goal(s) Supported	Existing Baseline	Planned Performance Improvement Goal	Actual Performance Improvement Results	Planned Performance Metric	Actual Performance Metric Results
2003	NA	NA	NA	NA	NA	NA
2004	NA	NA	NA	NA	NA	NA

I.D. Project Management

1. *Is there a project (investment) manager assigned to the investment?* Yes ☒ No ☐
If so, what is his/her name? The Courts project manager is Ms. Mary Ann Satterthwaite, Chief Capital Projects Manager.
- 1.A. *Identify the members, roles, qualifications, and contact information of the in-house and contract project (investment) managers for this project (investment).* N/A
2. *Is there a contracting officer assigned to the investment?* Yes ☒ No ☐
If so, what is his/her name? The D.C. Courts Contracting Officer is Mr. Joseph E. Sanchez Jr.
3. *Is there an Integrated Project Team?* Yes ☒ No ☐
 3.A. *If so, list the skill set represented.* The Courts' Integrated Project Team is skilled and knowledgeable in contracting, procurement, civil and mechanical engineering; project and facility management.
4. *Is there a sponsor/owner for this investment?* Yes ☒ No ☐
 4.A. *If so, identify the sponsor/process owner by name and title and provide contact information.* The District of Columbia Courts.

I.E. Alternatives Analysis (All Assets)

1. *Describe the alternative solutions you considered for accomplishing the agency strategic goals or for closing the performance gap that this investment was expected to address.*

Describe the results of the feasibility/performance/benefits analysis. Provide comparisons of the returns (financial and other) for each alternative. The Evaluation Report compiled by Elevator Advisors, Inc. recommended both elevator and escalator repair and replacement as an economically feasible combined solution that would enhance public mobility and safety in the courthouses.

- 1.A. *Discuss the market research that was conducted to identify innovative solutions for this investment. Also describe what data was used to make estimates such as, past or current contract prices for similar work, contractor provided estimates from RFIs or meetings, general market publications, etc.* Elevator Advisors, Inc., an independent contractor, conducted a market survey that identified several vendors meeting the Courts' criteria and resulted in the Courts competitively bidding a solicitation. The solicitation was forwarded to the identified vendors and was advertised. Schindler Elevator was awarded the Courts' elevator/escalator maintenance contract.

Alternative	Description
Alternative 1	Repair
Alternative 2	Replacement
Alternative 3	NA

2. *Summarize the results of your life cycle cost analysis performed for each investment and the underlying assumptions.* Although a life cycle cost analysis was not performed, the Courts retained the services of Elevator Advisors, Inc. to provide an assessment of the elevators and escalators in the Moultrie Courthouse as well as Buildings A and B. The evaluation report documented the age of the equipment and indicated that it had exceeded its useful life and needed to be replaced.

Cost Elements	Alternative 1	Alternative 2	Alternative 3
Elevators			
Escalators			
Total			

3. *Which alternative was chosen and why?* A combination approach using both replacement and repair was recommended as the most cost-effective solution.
- 3.A. *Are there any quantitative benefits that will be achieved through this investment? Define the Return on Investment (ROI).* Return on investment will be a fully functional vertical building transportation system that is essential to the functioning of the Courts. The stairs and elevators are designed to function together and move large numbers of people through the Moultrie Courthouse, a heavily used multi-story building, to reach clerking functions and courtrooms. Functioning elevators are critical in all buildings to assure handicap accessibility.
- 3.B. *For the alternative selected, provide a financial summary, including Net Present Value by*

Year and Payback Period Calculations:

YEAR=	FY	FY	FY	FY	FY	FY	FY	FY

4. *What is the date of your cost benefit analysis?* While the Courts considered utilizing GSA's existing contracts, it was determined that it was in the Courts' best interest to utilize the technical assistance of Elevator Advisors, Inc., the vendor keenly knowledgeable of the Courts' elevator and escalator system. Recommendations from this evaluation led the Courts to competitively bid a solicitation to procure a vendor to restore and replace these two systems. A formal cost benefit analysis was not performed.

I.F. Risk Inventory and Assessment

Date Identified	Area of Risk	Description	Probability of Occurrence	Strategy for Mitigation	Current Status

1. *What is the date of your risk management plan?* Risk Management is an ongoing part of the project's phased implementation.

I.G. Acquisition Strategy

1. *Will you use a single contract or several contracts to accomplish this investment?* A single contract will be used to accomplish this project cost-effectively and efficiently.
- 1.A. *What is the type of contract if a single contract is used?* The Courts will primarily utilize a fixed price (or fixed unit price) contract with the selected vendor.
- 1.B. *If multiple contracts are planned, explain how they are related to each other, and how each supports the project performance goals.* NA
2. *For other than firm-fixed price, performance-based contracts, define the risk not sufficiently mitigated in the risk mitigation plan, for that contract/task order, that requires the Government to assume the risk of contract achievement of cost, schedule and performance goals. Explain the amount of risk the government will assume.* NA
3. *Will you use financial incentives to motivate contractor performance? (e.g. incentive fee, award fee, etc.)* The contractor shall be required to meet the terms of the contract without any additional financial incentives.
4. *Discuss the competition process used for each contract, including the use of RFP's,*

- schedules or other multiple agency contracts, etc?* The Courts will procure services per the Procurement Guidelines of the D.C. Courts, which call for competitively solicited contracts.
5. *Will you use commercially available or COTS products for this investment?* NA
- 5.A. *To what extent will these items be modified to meet the unique requirements of this investment?* NA
- 5.B. *What prevented the use of COTS without modification?* NA
6. *What is the date of your acquisition plan?* NA
7. *How will you ensure Section 508 compliance?* NA
8. *Acquisition costs:* NA
- 8.A. *For budget year, what percentage of the total investment is for hardware acquisition?* NA
- 8.B. *For budget year, what percentage of the total investment is for software acquisition?* NA
- 8.C. *For budget year, what percentage of the total investment is for services acquisition?* NA

I.H. Project (Investment) and Funding Plan

- I.H.1. *Description of performance-based management system (PBMS).* The Courts' performance-based management system will provide a tracking system that permits early and ongoing warnings to ensure that projects do not exceed either their budgeted cost and/or their time projections. The project performance objectives are stated below:
- Safety compliance and improvement in the operation of elevators in all court buildings and escalators in the Moultrie Courthouse.
 - Efficiency in energy conservation
 - Structural integrity improvements in all Court buildings
 - Aesthetic enhancements throughout Court facilities
- I.H.2. *Original baseline (OMB approved at project outset):*

Cost and Schedule Goals: Original Baseline for a Phase/Segment/Module of Project					
Description of Milestone	Schedule			Planned Cost	Funding Agency
	Start Date	End Date	Duration (in Days)		
Complete prisoner elevator modernization by 08/06					
Completion Date:				Total Cost Estimate at Completion:	

- I.H.3. *Proposed baseline/Current baseline (applicable only if OMB approved the changes):* NA

Cost and Schedule Goals:					
Proposed <input type="checkbox"/> or Current (OMB -Approved) <input type="checkbox"/> Baseline for a Phase/Segment/Module of Project					
Description of Milestone	Schedule			Planned Cost	Funding Agency
	Start Date	End Date	Duration (in Days)		
1.					
2.					
3.					
Completion Date:				Total Cost Estimate at Completion:	

I.H.4. *Actual Performance and Variance from OMB approved baseline (Original or Current):* **NA**

A. If this is a new investment in FY 2006 budget year, this will be blank for your initial submission.

Comparison of OMB -Approved Baseline and Actual Outcome for Phase/Segment/Module of a Project (Investment)									
Description of Milestone	Schedule			Planned Cost	Funding Agency	Schedule		Percent Complete	Actual Cost
	Start Date	End Date	Duration (in Days)			Start Date	End Date		
1.									
2.									
3.									
Completion date: OMB-approved baseline:						Estimated completion date:			
Total cost: OMB-approved baseline:						Estimate at completion:			

B. *Provide the following investment summary information from your EVMS data (as of date):*

B.1. *Show the budgeted (planned) cost of work scheduled (BCWS):* \$ _____

B.2. *Show budgeted (planned) cost of work actually performed (BCWP):* \$ _____

B.3. *Show the actual cost of work performed (ACWP):* \$ _____

B.4. *Provide a performance curve graph plotting BCWP, BCWP and ACWP on a monthly basis from inception of this phase or segment/module through the latest report. In addition, plot the ACWP curve to the estimated cost at completion (EAC) value, and provide the following EVMS variance analysis.*

Project Investment Summary (Cumulative)	Value
Cost Variance = (BCWP-ACWP) =	NA (No Actual Cost of Work Performed)
Cost Variance % = (CV/BCWP) x 100% =	
Cost Performance Index (CPI) = (BCWP/ACWP) =	
Scheduled Variance = (BCWP – BCWS) =	
Schedule Variance % = (SV/BCWP/BCWS) x 100% =	

Schedule Performance Index (SPI) = (BCWP/BCWS) =	
Two Independent Estimates at Completion (EAC) = ACWPcum + (Performance Factor (PF) X	
(BAC minus BCWPcum), where $PF_1 = 1/CPI$, and $PF_2 = 1/(CPI \times SPI)$ =	
Variance at Completion (VAC) = (BAC minus EAC) for both EAC's above =	
Variance at Completion % (VAC/BAC) x 100% for both EAC's above =	
Estimated Cost to Complete (ETC) =	
Expected Completion Date =	